

Municipal Bylaw Education and Enforcement

Bylaw Issue	Bylaw	Section(s)	Step 1	Step 2	Step 3
ANIMAL CONTROL & DOG LICENCING	G				
Barking Dog Permit dog to bark or howl continually, sporadically or erratically for a period of 15 minutes or more.	Dog Licencing, Regulation and Impounding Bylaw No. 1995	13(c)	<b>PUBLIC EDUCATION</b> : Advertise what you need when filing a complaint and owners responsibilities ( <i>ads to</i> <i>run mid March, May and June</i> )	Issue MTI immediately if complainant has provided necessary evidence	
<b>Care of Animals</b> Fail to provide basic care	Dog Licencing, Regulation and Impounding Bylaw No. 1995	19	<b>PUBLIC EDUCATION</b> : Advertise pet owners responsibilities ( <i>ads to run</i> <i>mid March and July</i> )	Issue WARNING Ticket for violations occurring after first advertisement in March	Issue MTI for all offences in following weeks
<b>Dangerous Dogs</b> Fail to leash, muzzle or contain certain breeds of dogs	Dog Licencing, Regulation and Impounding Bylaw No. 1995	12	<b>PUBLIC EDUCATION</b> : Advertise pet owners responsibilities ( <i>ads to run</i> <i>mid March, May and July</i> )	Issue MTI immediately if complainant has provided necessary evidence or BEO witnessed	
<b>Dog at Large</b> A dog that is on public lands without a leash or trespasses onto private property	Dog Licencing, Regulation and Impounding Bylaw No. 1995	13(a) and (b)	<b>PUBLIC EDUCATION</b> : Advertise that dogs must be under owner's control at all times and on a leash on public property ( <i>ads to run mid March,</i> <i>May, June and September</i> )	Issue WARNING Ticket for violations occurring after first advertisement in March	Issue MTI for all offences in following weeks
<b>Dog in Restricted Area</b> Dogs are prohibited at Rotary Park, Ridgemont Park, and school grounds	Dog Licencing, Regulation and Impounding Bylaw No. 1995	13(e)	<b>PUBLIC EDUCATION:</b> Advertise which parks dogs are prohibited from entering and which parks dogs may be off leash ( <i>ads to run mid March,</i> <i>May, June and September</i> )	Issue MTI immediately if complainant has provided necessary evidence or BEO witnessed dog in prohibited area	
<b>Dog licence</b> Fail to obtain or affix a dog licence	Dog Licencing, Regulation and Impounding Bylaw No. 1995	7 and 8(b)	<b>PUBLIC EDUCATION:</b> Advertise that licences will expire December 31 <sup>st</sup> (ads to run mid November, last week of December and first week of January)	Issue WARNING Ticket during first week of January	Issue MTI beginning second week of January
<b>Faeces</b> Fail to remove faeces	Dog Licencing, Regulation and Impounding Bylaw No. 1995	13(d)	<b>PUBLIC EDUCATION</b> : Advertise owners responsibilities to clean up after dog ( <i>ads to run mid March,</i> <i>June and September</i> )	Issue MTI immediately if complainant has provided necessary evidence or BEO witnessed owner failing to remove	
BUILDING / CONSTRUCTION					
Alter Land Fail to obtain authorization to excavate, fill or alter land	Subdivision & Development Servicing Bylaw No. 1727	4(12)	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed	



Bylaw Issue	Bylaw	Section(s)	Step 1	Step 2	Step 3
<b>Certificate of Occupancy</b> <i>No certificate of occupancy</i>	Building Bylaw No. 1946	11(2)(a)	Issue MTI immediately		
Inspection Fail to request building inspection	Building Bylaw No. 1946	11(1)	<b>PUBLIC EDUCATION</b> : Advertise owner/applicant's responsibility to request an inspection	Issue MTI immediately	
Interceptor Fail to install interceptor	Building Bylaw No. 1946	10(1)(h)	Issue MTI immediately for non- compliance		
<b>No permit</b> No building, plumbing, demolition, moving, retaining wall	<u>Building Bylaw No. 1946</u>	6(2), 13(1), 15(4)(a), 17(1), 18(1)	<b>PUBLIC EDUCATION</b> : Advertise owners responsibilities to obtain permit prior to commencing work (ads to run mid April)	Issue MTI immediately	
<b>Stop Work Order</b> Fail to obey stop work order	Building Bylaw No. 1946	6(8)	Issue MTI immediately for non- compliance	Issue separate MTI for every day after in violation	
<b>Street Number</b> Street number not posted	Building Bylaw No. 1946	19(2)	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed	
Swimming Pool Unsecured swimming pool	Building Bylaw No. 1946	16(1)	<b>PUBLIC EDUCATION</b> : Advertise owners responsibilities to ensure that pool is properly secure (ads to run beginning of June)	Issue MTI immediately	
<b>Temporary Building</b> Unauthorized temporary building	Building Bylaw No. 1946	14(3)	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed	
<b>BUSINESS / COMMERCIAL OPERATION</b>	ONS				
<b>Bed &amp; Breakfast</b> Unauthorized bed & breakfast	Zoning Bylaw No. 1750	3(6)	<b>PUBLIC EDUCATION</b> : Advertise that rules about B&Bs ( <i>ad to run mid September</i> )	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed
Business Licence Operating without a business licence	Business Licencing & Regulation Bylaw No. 2028	3(1) and 13(4)	<b>PUBLIC EDUCATION</b> : Advertise that licences will expire April 30 <sup>th</sup> ( <i>ads to run mid April and first week of May</i> )	Issue WARNING Ticket during first week of May	Issue MTI beginning second week of May
Home Occupation Unauthorized home occupation	Zoning Bylaw No. 1750	3(5)	<b>PUBLIC EDUCATION</b> : Advertise that rules about Home Occupations ( <i>ad to run mid September</i> )	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed
<b>Transfer Licence / Change Use</b> Transferring or change in nature of business without notice	Business Licencing & Regulation Bylaw No. 2028	9	Issue WARNING Ticket initially and provide reasonable time frame to comply	<b>Issue MTI</b> if owner fails to comply within time period as directed	



Bylaw Issue CEMETERY	Bylaw	Section(s)	Step 1	Step 2	Step 3
<b>Cemetery Property</b> Damage or deface any memorial, fence, gate, or structure in cemetery	Cemetery Bylaw No. 1999	11(d)	Issue MTI immediately for violation		
Hours of Operation Entering outside of posted hours	<u>Cemetery Bylaw No. 1999</u>	11(e)	<b>PUBLIC EDUCATION</b> : Advertise reminder about entering after hours as part of Halloween ad ( <i>ad to run</i> <i>last week of October</i> )	Issue WARNING Ticket initially	Issue MTI if offender returns a second time
Interment Fail to obtain permit to inter	Cemetery Bylaw No. 1999	7(a)	Issue MTI immediately for non- compliance		
FIRES (OPEN BURNING)					
Fire Supervision Leaving fire unattended or improperly supervised	Fire Protection & Life Safety Bylaw No. 2029	5(1)(c) and 6(4)(a)	<b>PUBLIC EDUCATION</b> : Advertise rules regarding fire safety (ad to run in August)	Issue MTI immediately for violation (no warning ticket as poses a public safety)	
Fireworks	Fire Protection & Life Safety	7	PUBLIC EDUCATION: Advertise prohibition for sale or use of fire	Issue WARNING Ticket initially for use	<b>Issue MTI</b> for second offence
Illegal sale or use of fireworks	<u>Bylaw No. 2029</u>	,	works (ads to run in the last weeks of June and December)	Issue MTI immediately for sale of fire works	using fire works
<b>Permit</b> Fail to obtain permit	Fire Protection & Life Safety Bylaw No. 2029	5(1)(a)	<b>PUBLIC EDUCATION</b> : Advertise rules regarding fire safety (ad to run in June)	Issue MTI immediately for violation (no warning ticket as poses a public safety)	
<b>Permitted Hours</b> Burning after permitted hours	Fire Protection & Life Safety Bylaw No. 2029	5(1)(b) and 10	<b>PUBLIC EDUCATION</b> : Advertise rules regarding fire safety (ad to run in June)	Issue WARNING Ticket initially	Issue MTI if offender returns a second time
<b>Permitted Hours &amp; Confines</b> Burning extending beyond the confines of the fire perimeter or permitted hours	Fire Protection & Life Safety Bylaw No. 2029	6(3)(a) and 6(4)(b)	<b>PUBLIC EDUCATION</b> : Advertise rules regarding fire safety (ad to run in June)	<b>Issue MTI</b> immediately for violation (no warning ticket as poses a public safety)	
<b>Prohibited Material</b> Burning prohibited material	Fire Protection & Life Safety Bylaw No. 2029	5(1)(d), 6(3)(a), 6(3)(b)	<b>PUBLIC EDUCATION</b> : Advertise rules regarding fire safety (ad to run in June)	Issue WARNING Ticket during the week following the advertisement	Issue MTI starting second week after the advertisement
LITTER, GARBAGE, WASTE AND REC	YCLING				
<b>Dumping – Container</b> Dumping waste in someone else's container	Waste Regulation Bylaw No. 1845	3(5)	<b>PUBLIC EDUCATION</b> : Advertise prohibitions (ad to run in August)	Issue WARNING Ticket during the week following the advertisement	
<b>Dumping Garbage</b> Dumping garbage illegally other than Transfer Station	Waste Regulation Bylaw No. 1845	3(7)	<b>PUBLIC EDUCATION</b> : Advertise prohibitions (ad to run in August)	Issue WARNING Ticket during the week following the advertisement	Issue MTI starting second week after the advertisement



Bylaw Issue	Bylaw	Section(s)	Step 1	Step 2	Step 3
Garbage Allow to accumulate any waste in or on any property or discard on public property	<u>Waste Regulation Bylaw No.</u> <u>1845</u>	3(3)	<b>PUBLIC EDUCATION</b> : Advertise prohibitions ( <i>ad to run in May,</i> <i>September, November and</i> <i>December</i> )	Issue WARNING Ticket during the week following the advertisement	<b>Issue MTI</b> starting second week after the advertisement
<b>Garbage Collection Day</b> Placement of garbage (wildlife attractants) on street prior to 5AM on designated on garbage collection day	<u>Waste Regulation Bylaw No.</u> <u>1845</u>	4(6)	<b>PUBLIC EDUCATION:</b> Advertise when and how garbage can be placed on the street (ad to run in September and mid December for special pick-ups for Christmas)	Issue WARNING Ticket during the week following the initial advertisement	<b>Issue MTI</b> starting second week after the advertisement
Improperly Secured Garbage Improperly secured garbage (not in animal proof container)	<u>Waste Regulation Bylaw No.</u> <u>1845</u>	4(7) and 4(1)	<b>PUBLIC EDUCATION</b> : Advertise requirements ( <i>ad to run in</i> <i>September</i> )	Issue WARNING Ticket during the week following the advertisement	<b>Issue MTI</b> starting second week after the advertisement
Prohibited Garbage Disposal of prohibited garbage (explosive, volatile, corrosive materials, dangerous chemicals or any other material dangerous to the health and/or safety)	<u>Waste Regulation Bylaw No.</u> <u>1845</u>	6(1)	<b>PUBLIC EDUCATION</b> : Advertise prohibitions ( <i>ad to run in September</i> )	<b>Issue MTI</b> immediately for violation (no warning ticket as poses a public safety)	
<b>Wildlife Attractants (Bear Aware)</b> Accumulation of wildlife attractants (that attracts wildlife)	<u>Waste Regulation Bylaw No.</u> <u>1845</u>	3(8)	<b>PUBLIC EDUCATION</b> : Advertise how to properly manage wildlife attractants (monthly ads to run from June to September)	Issue WARNING Ticket for violations occurring after first advertisement in June	<b>Issue MTI</b> for all offences in following weeks
NOISE					
Noise outside of permitted hours Noise that disturbs individuals between 12midnight and 6:30am in residential zones and 2am to 5am in all other zones	Noise Bylaw No. 1635	5 and 6	PUBLIC EDUCATION: Advertise how to be a good neighbour and other public nuisances ( <i>ads to run in</i> <i>February, May, November and</i> <i>December</i> )	<b>Issue MTI</b> immediately if complainant has provided necessary evidence or BEO witnessed	
PARKS, TRAILS & PUBLIC PLACES					
<b>Camping</b> Overnight camping in a park or field	Leisure Services User Regulation & Fees Bylaw No. 2056	9(2)(4)	PUBLIC EDUCATION: Advertise park use and prohibition against camping [ads to run in July and August]	Issue WARNING Ticket for first offence	Issue MTI for secondary and ongoing offences
<b>Fighting</b> Participating in a fight or physical confrontation	Public Places Bylaw No. 2181	5(e)	(enforced by RCMP)		
Injury / Damage Injure another person or damage property	Public Places Bylaw No. 2181	5(d)	(enforced by RCMP)		



Bylaw Issue	Bylaw	Section(s)	Step 1	Step 2	Step 3
<b>Littering</b> Discarding litter, garbage or other refuse	Public Places Bylaw No. 2181	5(a)	<b>PUBLIC EDUCATION</b> : Advertise how to be a good neighbour and other public nuisances ( <i>ad to run in</i> <i>February, May, November and</i> <i>December</i> )	Issue MTI immediately if complainant has provided necessary evidence or BEO witnessed	
<b>Motorized Vehicles</b> Use of motorized vehicle in park	Leisure Services User Regulation & Fees Bylaw No. 2056	9(2)(3)	<b>PUBLIC EDUCATION</b> : Advertise that motorized vehicle are not permitted in parks (February [snow mobiles] and June [ATV's])	Issue WARNING Ticket during the week following the advertisement	<b>Issue MTI</b> for all offences in following weeks
<b>Public Urination</b> Urinating / defecating in public	Public Places Bylaw No. 2181	5(b)	(enforced by RCMP)		
PESTICIDE USE					
Pesticide Apply a pesticide	<u>Pesticide Use Control Bylaw</u> <u>No. 2093</u>	4	<b>PUBLIC EDUCATION</b> : Advertise what type of products can be used and how to apply for an exemption ( <i>ad to run in May</i> )	Issue MTI immediately if complainant has provided necessary evidence or BEO witnessed	
<b>Notice of Use</b> Fail to post or deliver notice of use of pesticide	<u>Pesticide Use Control Bylaw</u> <u>No. 2093</u>	10 and 11	<b>PUBLIC EDUCATION</b> : Advertise what type notice requirements when spraying pesticide ( <i>ad to run</i> <i>in May</i> )	Issue MTI immediately if complainant has provided necessary evidence or BEO witnessed	
PROPERTY MAINTENANCE					
<b>Graffiti</b> Placing graffiti on walls, fences or elsewhere and allowing the property to romain unsightly.	<u>Unsightly Property Prevention</u> <u>Bylaw No. 1587</u>	4(2)(1)	<b>PUBLIC EDUCATION</b> : Included in the public nuisance advertisement for offenders and separate ad for property owners to clean up ( <i>public</i> <i>nuisance ads to run in February</i> ,	Issue WARNING Ticket initially and provide reasonable time frame for property owner to remove	<b>Issue MTI</b> if owner fails to comply within time period as directed
property to remain unsightly			May, November and December and property owner removal requirements in September)	RCMP to enforce criminal side	
<b>Noxious Matter</b> Permit noxious matter to accumulate	<u>Unsightly Property Prevention</u> Bylaw No. 1587	4(1)	<b>PUBLIC EDUCATION</b> : Advertise property owner's responsibilities for maintaining property. (ads to run in May, July and August)	Issue WARNING Ticket with notice letter providing reasonable time frame to comply.	Issue MTI if owner fails to comply within time period as directed and bring to Council for authorization for City to clean

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**Bylaw Services** 

Bylaw Issue	Bylaw	Section(s)	Step 1	Step 2	Step 3
<b>Noxious Weeds</b> Permit noxious weeds or other growth [tree/shrub impediments onto streets and sidewalks]	<u>Unsightly Property Prevention</u> Bylaw No. 1587	4(2)(3)	<b>PUBLIC EDUCATION</b> : Advertise property owner's responsibilities for maintaining property. ( <i>ads to</i> <i>run in April, June and August</i> )	Issue WARNING Ticket with notice letter providing reasonable time frame to comply.	Issue MTI if owner fails to comply within time period as directed and bring to Council for authorization for City to clean
<b>Unsightly Property</b> Property is unattractive unpleasant or offensive to look at(accumulation of garbage, materials, graffiti, and uncontrolled vegetation)	<u>Unsightly Property Prevention</u> Bylaw No. 1587	4(2)(2)	<b>PUBLIC EDUCATION</b> : Advertise property owner's responsibilities for maintaining property. (ads to run in March, May, July and August)	Issue WARNING Ticket with notice letter providing reasonable time frame to comply.	Issue MTI if owner fails to comply within time period as directed and bring to Council for authorization for City to clean
SIGNS					
<b>Maintenance</b> Fail to maintain sign or landscaping	<u>Sign Bylaw No. 1888</u>	10(1)	<b>PUBLIC EDUCATION</b> : Advertise owners responsibilities to maintain sign &/or landscaping (ad to run in April)	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed
<b>Permit</b> Fail to obtain permit	<u>Sign Bylaw No. 1888</u>	5(1)	<b>PUBLIC EDUCATION</b> : Advertise owners responsibilities to obtain permit prior to installing sign (ad to run in April)	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed
Prohibited sign Install prohibited sign (ie. animated, interior lit, billboards, flashing, moving, multi-sided, neon, roof, third-party, portable, etc.)	<u>Sign Bylaw No. 1888</u>	6(2)	<b>PUBLIC EDUCATION</b> : Advertise signs that are prohibited (ad to run in April)	<b>Issue MTI</b> immediately and remove sign or have property owner remove	
<b>Remove / Repair</b> Fail to remove or repair sign	<u>Sign Bylaw No. 1888</u>	10(2)(1) and 10(2)(3)	<b>PUBLIC EDUCATION</b> : Advertise owners responsibilities to remove or repair sign (ad to run in April)	Issue WARNING Ticket initially and provide reasonable time frame to comply	Issue MTI if owner fails to comply within time period as directed
WINTER REGULATIONS					
<b>Dumping Snow</b> Placing or dumping snow within 30ft or a corner or on the street	Snow and Ice Removal Bylaw No. 1928	3(2) and 3(3)	<b>PUBLIC EDUCATION</b> : Advertise where snow can be dumped and snow clearing regulations (monthly ads to run from October to March)	Issue WARNING Ticket during the week following the first advertisement	<b>Issue MTI</b> for all offences in following weeks

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Bylaw Issue	Bylaw	Section(s)	Step 1	Step 2	Step 3
<b>Sidewalk</b> Fail to clean sidewalk	Snow and Ice Removal Bylaw No. 1928	3(5)	<b>PUBLIC EDUCATION</b> : Advertise that snow and ice must be removed from sidewalks (monthly <i>ads to run</i> <i>from October to March</i> )	Issue WARNING Ticket during the week following the first advertisement	<b>Issue MTI</b> for all offences in following weeks
Winter Parking Regulations	<u>Streets and Traffic Bylaw No.</u> <u>1400</u>	9(6)	<b>PUBLIC EDUCATION</b> : Advertise winter parking regulations in effect (monthly <i>ads to run from October</i> <i>to March</i> )	TOW & IMPOUND vehicles parked contrary to winter parking regulations for snow removal purposes only between November 1 <sup>st</sup> and Apr 15 <sup>th</sup>	
TRAFFIC & PARKING					
<b>30 cm from Curb</b> Park more than 30cm from the curb or improper angle parking	Streets and Traffic Bylaw No. 1400	9(9) and 9(10)	<b>PUBLIC EDUCATION</b> : Advertise proper parking rules (ad to run in February)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
<b>Advertising</b> Park vehicle to advertise	Streets and Traffic Bylaw No. 1400	20(3)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in July)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
Bicycle on Sidewalk Ride a bike on a sidewalk	Streets and Traffic Bylaw No. 1400	7(6)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in April)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
<b>Boulevards</b> Drive across a boulevard	Streets and Traffic Bylaw No. 1400	7(4)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in August)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
<b>Flyers</b> Place handbill on vehicle	Streets and Traffic Bylaw No. 1400	20(4)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in July)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
Lanes Park in lane (obstructing traffic)	Streets and Traffic Bylaw No. 1400	9(15)(a)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ads to run in March and October)	Issue WARNING Ticket during the week following the first advertisement	Issue MTI for all offences in following weeks
<b>Obstruct Traffic</b> Obstruct traffic on a sidewalk, driveway or entranceway	<u>Streets and Traffic Bylaw No.</u> 1400	7(2), 7(3) and 9(4)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in April)	<b>Issue MTI</b> immediately for violation	
<b>Over 72 Hours</b> Park in excess of 72 hours	Streets and Traffic Bylaw No. 1400	9(3)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in February)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
<b>Oversized Vehicle</b> Vehicle over width, length, height or overweight	Streets and Traffic Bylaw No. 1400	9(14) and 17(2)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in May)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
<b>Park in Lane</b> Park in lane for more than 30 minutes	Streets and Traffic Bylaw No. 1400	9(15)(b)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in March)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks



Bylaw Issue	Bylaw	Section(s)	Step 1	Step 2	Step 3
<b>Studded Tires</b> Vehicle with wheels, tires or tracks having projections	<u>Streets and Traffic Bylaw No.</u> <u>1400</u>	17(1)(b)	<b>PUBLIC EDUCATION</b> : Advertise (ads run in December)	Issue MTI immediately for violation	
<b>Traffic Control Devices</b> Park contrary to traffic control devices	<u>Streets and Traffic Bylaw No.</u> <u>1400</u>	9(2)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in February)	Issue MTI immediately for violation	
<b>Traffic Flow</b> Park opposite to traffic flow	<u>Streets and Traffic Bylaw No.</u> <u>1400</u>	9(8)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in May)	Issue WARNING Ticket during the week following the advertisement	Issue MTI for all offences in following weeks
<b>Trailer</b> Park an unhitched trailer	<u>Streets and Traffic Bylaw No.</u> <u>1400</u>	9(13)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ads to run in May and October)	Issue WARNING Ticket during the week following the first advertisement	Issue MTI for all offences in following weeks
Yellow Curb Park against a yellow curb	<u>Streets and Traffic Bylaw No.</u> <u>1400</u>	9(5)	<b>PUBLIC EDUCATION</b> : Advertise prohibition (ad to run in April)	Issue MTI immediately for violation	